Checklist to Give a Good Interview

Before the Interview

* + 1

Prepare your questions in advance. Know what angle you want to take on the article, and tailor the questions accordingly. This eliminates awkward pauses in the interview while you rack your brain for something else to ask. Have at least 10 Questions to ask about your family migration/ immigration.

* + 2

Check your hardware. You should have at least two pens to write with, enough blank pages in your reporter's notebook and serviceable batteries in your tape recorder. Print out directions before driving to an interview and a phone number to call your interviewee if you get lost or plan to be a few minutes late. You can also use a video or a audio recorder for the interviews.

During the Interview

* 1

Be punctual. This is [professional](http://www.ehow.com/how_5892105_perform-newspaper-interview.html) and shows respect to the person who has invited you into their home (in this case it will be your home) or a friend of the family’s home.

* 2

If a family friend - pick something in the house to talk about as you set up your notebook and recorder. This sets the interviewee at ease and might even reveal some interesting facts about the person for your story. The same applies if you're talking to someone in an office, which usually has a scattering of [awards](http://www.ehow.com/how_5892105_perform-newspaper-interview.html) and trophies or at least a family photo.

* 3

Don't interrupt. You'll probably think of a few questions as the person talks, but just write them in your notes and come back to them when the person finishes talking. [Your job](http://www.ehow.com/how_5892105_perform-newspaper-interview.html) is to listen and observe.

* 5

Thank your subject for her time as you leave, and ask her if it would be OK if you call later with follow-up questions.

Thank You Notes

Lastly, you will write a nice (grammar perfect) card to send to the people who you interviewed.